

Professional and Managerial Branch
Professional Engineering Group
Architecture Series

CHIEF ARCHITECT

11/025/02 (SAC)

Summary

Under general direction, oversee and perform all phases of architectural project development for City and multi-agency public works construction projects.

Typical Duties

Plan, design and develop preliminary architectural concepts for public works projects. Involves: Meeting with City management, officials and others to discuss project purpose, requirements and budget; making recommendations on project feasibility and merit; establishing design standards and setting parameters for development of projects; assisting departments in developing programming requirements relative to capital improvement projects; participating in the preparation of specifications for services, bids appraisal, and selection of architectural consultants.

Coordinate preparation of, or develop program requirements, master plans, architectural designs and reviews for all phases of construction. Involves: preparing architectural designs to determine functional and spatial requirements for construction and renovation projects using computer assisted design software and equipment; planning layout of project and integrating civil, structural, mechanical/plumbing and electrical engineering elements into unified design; reviewing and recommending approval or revision of architectural plans and specifications as submitted by contracted private architects; conducting periodic on site observation of work in progress and coordinating details of project execution with construction engineers; conducting post construction evaluation inspections of newly erected City owned buildings to determine effectiveness of space utilization and structural functionality of facility.

Consult with City officials, department heads, committees and public groups on architectural related matters. Involves: preparing and presenting information, such as scale and full size drawings, regarding design, specifications, materials, equipment, estimated costs and building time for construction and renovation of public buildings; explaining City policies, plans and procedures as they related to architectural aspects of public works projects; writing professional and technical reports that present issues and recommendations for internal and general release; serving on contract management review committee as technical advisor regarding architectural matters.

Supervise assigned exempt and non-exempt personnel. Involves: scheduling, assigning, instructing in, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standard of conduct, work attendance, and safe work practices; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants.

Perform related professional duties as required. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing specified duties and responsibilities necessary to maintain continuity of operations and similarly performing duties of subordinates or coworkers, if required.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Architecture or Architectural Engineering and six (6) years of professional experience in the practice of architecture, including two (2) years experience developing and coordinating public works projects, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of principles and practices of architecture. Considerable knowledge of: methods, materials, tools and equipment used in modern building construction applied to public works; applicable model building codes; public works project coordination and approval processes. Some knowledge of: supervisory techniques, standards of conduct and work attendance.

Ability to: conceptualize projects and coordinate architectural processes; read and interpret complex construction documents; train and evaluate assigned personnel; establish and maintain effective communications and working relationships with fellow employees, engineers, contractors, officials of the highest rank and the general public; write technical documents and reports; conduct meetings of inter-disciplinary professions; express oneself clearly, concisely and persuasively, both orally and in writing; maintain records and prepare reports.

Skill in the use of computer assisted design software and equipment.

Physical Requirements: Occasionally work in a field environment to inspect construction in progress which typically

includes climbing ladders, scaffold, etc.

Licenses and Certificates: Registration as Professional Architect in the State of Texas or a State having reciprocal agreement and the ability to obtain registration in Texas within one (1) year of appointment; Texas Class "C" Driver's License.

Director of Personnel

Department Head

OFFICIAL